

## **2007-116 AUDIT SCOPE AND OBJECTIVES**

The audit by the Bureau of State Audits will provide independently developed and verified information related to affordability of college textbooks in California's public universities and colleges, and would include, but not be limited to, the following:

1. Review and evaluate the laws, rules, and regulations significant to the audit objectives.
2. Evaluate the textbook industry to determine the factors affecting textbook prices. Determine who the participants are in the industry and how their respective roles affect textbook prices. Determine what role California's public postsecondary institutions play in the rising costs of textbooks.
3. Survey a sample of publishers and, to the extent possible, determine how publishers set prices; how they market their textbooks, including, but not limited to, what incentives they offer, how they determine when revisions to books are needed, what they consider in deciding to package or bundle textbooks, and whether they consider what the market will bear.
4. Determine and evaluate how textbooks are identified, evaluated, selected, and approved for coursework for California's public postsecondary institutions. Determine whether the policies and procedures are geared towards keeping costs down, such as policies regarding acceptable number of revisions to warrant a new textbook, attempting to use the same textbook for similar classes, considering how and when textbooks would be used, working with vendors to limit bundling, and forbidding kickbacks from publishers.
5. Review any processes and practices California's public postsecondary institutions use to keep the costs of textbooks affordable and determine the success of those practices.
6. Survey students and student organizations of California's public postsecondary institutions to determine the following:
  - a. If the costs are affecting decisions they make in regards to area of study or number of classes to take.
  - b. How students are dealing with increasing costs.
  - c. Whether they are required to purchase books or bundled material that is not used for classes.
  - d. If students have filed complaints against their instructors or schools for issues regarding textbooks.

7. Determine how the CSU, CCC, and UC ensure that textbook policies and procedures are adhered to. Determine whether CSU, CCC, and UC track statistics on the textbooks used, including how they track when new textbooks are required, how often new textbooks are necessary due to revisions by publishers, when textbooks authored by professors are required for the courses they are teaching, and any other information that they analyze to monitor the affordability of textbooks.
8. Review a sample of textbooks used at the various California public postsecondary institutions and determine whether the process used to identify, evaluate, select, and approve the textbooks complied with policies and procedures and attempted to keep the cost of textbooks down.